

# Capital Budgeting System

## Capital Budget Data Release

### Quick Reference Guide

1. Selected **Release Data to OFM** from the BASS Main Menu.
2. Select the **CBS** tab.
3. Select the desired options.
4. Click the **Release** button.

The CBS release will release all capital project requests as well as any Capital FTE data meeting the selected criteria.

The screenshot shows a web application window titled "Agency: Office of Financial Management". It has a tabbed interface with five tabs: "PMTES - Tracking", "PMTES - Budget", "BDS", "BDS - Gov's Recast", and "CBS". The "CBS" tab is selected. The main content area is titled "Release Capital Data to OFM" and contains the following elements:

- Budget Period:** A dropdown menu showing "2001-03".
- Version:** A dropdown menu showing "J1 - New One".
- Include Project Info, Schedule, C100, Funding and Operating Impact:** A checked checkbox.
- Project:** A dropdown menu showing "All Projects".
- Include Capital FTEs:** An unchecked checkbox.
- Delete Previous Submittal Data for Entire Agency:** An unchecked checkbox.
- Release:** A button at the bottom right.

Callouts provide detailed instructions for each step:

- 2.** Select to release CBS data. Only available if the user's security level authorizes.
- 3a.** Select the budget period for data to be released.
- 3b.** Select the version of data for release.
- 3c.** Check to release project data. Leave unchecked if only releasing Capital FTE data.
- 3d.** Select a specific capital project to release or "All Projects" to release all.
- 3e.** Option available if Capital FTE records exist in the selected version. Check to release Capital FTE data.
- 3f.** Only available if data has previously been released for the selected budget period. Checking this box will delete previous submittal data for a fresh release. Checking this box is necessary if any projects have been removed between releases.
- 4.** Click to release CBS data.